



## Trip Reduction/Transportation Demand Management (TDM) Measures Selection Form

The Delaware Department of Transportation (DelDOT) and New Castle County (NCC) Guidelines for Traffic Mitigation (TM) Agreements require that an Applicant for an LOS Waiver:

- Describe “primary trip reduction measures that the Applicant must implement in order to achieve quantitative trip reduction goals, which shall include no more than 85 employee vehicles per 100 employees arriving during the morning peak traffic period or departing during the evening peak traffic period on any given day.”
- Describe contingent trip reduction measures, “some or all of which shall be utilized in the event that the primary measures fail to achieve the trip reduction goals.”

This form provides a list of possible trip reduction/transportation demand management (TDM) measures that can be incorporated into a TM Agreement. Percentage values have been assigned to specific measures to assist with identification of trip reduction/TDM measures that, when added together, facilitate a traffic reduction of at least 15%.

### Section I: General Information

Employer/Developer: \_\_\_\_\_

Site Coordinator/Contact Liaison: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

How many employees/tenants will occupy this site?

### Section II: Reduction of employee vehicles during peak periods

1. a. Total number of employees/tenants assigned to the work site location arriving during the A.M. peak period or departing during the P.M. peak period.

b. **Multiply #1a by 10%** to estimate the number employees/tenants absent on any given day due to vacation, illness, travel, etc. **Use actual number if available.**

2. Adjusted number of employees/tenants arriving during the morning peak traffic period or departing during the evening peak traffic period. ( **Subtract #1b from #1a**):

3. Maximum number of employee vehicles **permitted** to arrive during the morning peak traffic period or departing during the evening peak traffic period  
(**Multiply the quantity in #2 by 85%**):

(**Multiply #2 by 15%**)

4. Total number of vehicles to be removed from the arrival/departure peak periods.



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5. Restructuring work hours is one method to limit vehicular traffic during the peak periods. On the chart below:

- A. Indicate the method(s) to be used to limit employee vehicular arrivals/departures in the peak periods. Check all that apply.
- B. Provide program description.
- C. Indicate the number of employee vehicles removed from the peak periods for each method.
- D. Total the number of employee vehicles removed from the peak periods.

A: Alternate Work Schedule		B: Program Description (e.g., arrival/departure hours; compressed work hours; number of days telecommuting; etc.)	C: Number of employee vehicles removed from the peak periods
1. Establish start and end times outside the peak periods	<input type="checkbox"/>		
2. Staggered Hours	<input type="checkbox"/>		
3. Compressed Work Hours	<input type="checkbox"/>		
4. Flextime	<input type="checkbox"/>		
5. Telecommuting	<input type="checkbox"/>		
			D. Total

6. Percent of vehicles removed from peak periods using alternative work schedules. (Divide #5D by #2). **If this value is 15% or greater, no additional TDM/trip reduction measures are required in the TM Agreement. If the value is less than 15% continue to #7.**

7. Additional number of vehicles to be removed from the arrival/departure peak periods (Subtract #5D from #4)

8. Calculate the additional percent reduction needed. **(Divide #7 by #2).** Continue to Section III.

### Section III: Primary and Contingent Trip Reduction Measures

1. Indicate if this is a:

New development

☐

Existing but expanding development

☒



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2. On the following chart, please check which measures are Primary (P) and which are Contingent (C).  
Add the percentage values for the Primary trip reduction measures.

Measures	% Values	Selected Values	
		Primary	Contingent
1. Designate preferential parking for carpools and vanpools.	0.5-1%	%	%
2. Develop and implement a Marketing/Information Program that includes: a. posting and distributing of commute alternative information, including Rideshare Delaware and Guaranteed Ride Home, in an area accessible by all employees; b. transit schedules, route maps, and transit operator telephone numbers in an area accessible by all employees, where applicable; c. conducting an on-site transportation fair at least once a year; d. providing an information package of commute options to new employees.	1-3%	%	%
3. Provide storage for bicycle users at sites where bicycling is a viable option.	0.50%	%	%
4. Join a Transportation Management Association.	2%	%	%
5. Provide or contribute to a shuttle service.	1-3.5%	%	%
6. Implement a Parking Management program such as: a) cash-out parking b) limiting the number of parking spaces available to employees c) charging for parking	2-5%	%	%
7. Offer on-site amenities (e.g., postal services, ATM, childcare facilities, dry-cleaning services, etc.).	0.5-2%	%	%
8. Establish meeting guidelines to support car/vanpool and transit schedules; e.g., no late afternoon meetings.	0.50%	%	%
9. Establish bus stop(s) or provide improvements (e.g., bus shelters).	0.5-1%	%	%
10. Establish bicycle pathways where applicable.	0.5-1%	%	%
11. Coordinate program with other employers.	1-2%	%	%
12. Provide value incentive/disincentive.	0.5-2%	%	%
13. Enhanced marketing/information program.	1-2%	%	%
14. Design development site to support transit.	1-2%	%	%
15. Provide pedestrian pathways and/or links where applicable.	0.50%	%	%
16. Other (To be approved by DelDOT)	%	%	%
17. Other (To be approved by DelDOT)	%	%	%
<b>Total Primary Measures Value</b>			



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**Section IV: Sum of Alternative Work Schedules and Primary Trip Reduction Measures**

Alternative Work Schedules % Reduction (Section I, #6)	Primary Trip Reduction Measures % Reduction	Total

**\*Note:** The sum of the Alternative Work Schedules and Primary Trip Reduction Measures **must** add up to at least 15% to qualify as an approved plan. Contingent trip reduction measures will be added if trip reduction goals are not achieved within one year despite implementation of the Primary Trip Reduction Measures.

Action Date		Reviewer
Received		
1st Review		
2nd Review		
Approved		